

~~SECRET EYES ONLY~~

MINUTES

~~CONFIDENTIAL~~ 210557

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 1 May 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED]
C/PCD - Voting Member Dr. [REDACTED]
C/PD - Voting Member Dr. [REDACTED]
Personnel Placement Officer Miss [REDACTED]
DC/ASD - Acting Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary Miss [REDACTED]

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 17 April 1957 were approved by the Members without comment.

2. Career Staff Application

25X1A9a The Career Staff Application of [REDACTED] GS-5, Clerk, was approved for forwarding to the CIA Selection Board as a Type "A" case.

3. Promotions

25X1A9a a. [REDACTED] GS-9, Medical Technician. The Acting Executive Secretary presented a request for promotion of Mr. [REDACTED] from GS-9 to GS-11 and recommended the Board approve promotion to GS-10. Since the information as to how many positions are open in the GS-10 and GS-11 categories was incomplete, consideration of this promotion was deferred pending receipt of later information.

25X1A9a b. [REDACTED] GS-6, Medical Technician. The Acting Executive Secretary presented a request for promotion of Mr. [REDACTED] from GS-6 to GS-7. However, since initiation of this request, information has been received that the Subject was involved in a fight with Navy personnel at [REDACTED] necessitating his temporary transfer to [REDACTED] 25X1A6a and his reassignment to [REDACTED]. Based on this information, the Acting Executive Secretary recommended promotion be deferred at this time and reconsidered on the basis of an evaluation of his performance after six months in his new position at [REDACTED]. The Members concurred in this recommendation and it was agreed that the facts in this case would be relayed to Subject's supervisor at [REDACTED] informing him the Board would await his recommendation as to promotion.

25X1A9a c. [REDACTED] GS-3, File Clerk. The Acting Executive Secretary reviewed a request for promotion of Mrs. [REDACTED] to GS-4 and recommended approval by the Board; the Members concurred.

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4. Request for Extension of Tour

25X1A6a The Acting Executive Secretary reviewed a request for extension of
his tour of duty at [REDACTED] from [REDACTED] HMC, Medical Techni-25X1A9a
cian. However, because of Subject's expressed dissatisfaction with his
assignment on several occasions, the Acting Executive Secretary recom-
mended this request be disapproved. The Board Members concurred in this
recommendation.

5. Assignments

- 25X1A9a a. [REDACTED] GS-7, Medical Technician. The Acting
25X1A9a Executive Secretary recommended Mr. [REDACTED] who is now assigned to
25X1A6a the [REDACTED] Warehouse on a temporary basis, be assigned to [REDACTED] as 25X1A6a
25X1A9a a replacement for [REDACTED] HMC, Medical Technician. The Board
Members concurred in this assignment.
- 25X1A9a b. [REDACTED] GS-6, Medical Technician. The Acting Executive
25X1A9a Secretary recommended the assignment of Mr. [REDACTED] to [REDACTED] as a replace- 25X1A6
25X1A9a ment for [REDACTED] HMC, Medical Technician. C/PCD concurred
in this assignment inasmuch as the Subject would have close supervision
25X1A6a at [REDACTED] but stated he would not concur in an assignment which would
25X1A9a require independent duty for Mr. [REDACTED]. Since the Subject's technical
25X1A9a proficiency is still in doubt, the Board voted to disapprove Mr. [REDACTED] 25X1A9a
25X1A6a for this assignment. It was suggested that Mr. [REDACTED] be reassigned to
TSD for a period and then to [REDACTED] where he would be under close,
direct supervision. The Board will receive periodic reports on Subject's
performance in these assignments.
- 25X1A9a c. [REDACTED] GS-6, Medical Technician. The Acting Execu-
25X1A9a tive Secretary recommended Mr. [REDACTED] be assigned to [REDACTED] as a 25X1A6a
25X1A9a replacement for [REDACTED] GS-8, Medical Technician. DC/MS
25X1A9a suggested Mr. [REDACTED] be considered for assignment to [REDACTED] in view 25X1A6a
25X1A9a of the Board's disapproval of Mr. [REDACTED]'s proposed assignment. However 25X1A9a
25X1A6a it was noted that Mr. [REDACTED] is single and, hence, not eligible for
assignment to [REDACTED]. The Board confirmed the assignment of Mr. 25X1A6a
25X1A9a [REDACTED] to [REDACTED].
- 25X1A9a d. [REDACTED] GS-6, Medical Technician. The Acting Executive
25X1A9a Secretary recommended the assignment of [REDACTED] to [REDACTED] as a 25X1A6a
25X1A9a replacement for [REDACTED] GS-9, Medical Technician. The Board
approved this assignment and Mr. [REDACTED] will receive appropriate train-
ing prior to his departure. 25X1A9a
- 25X1A9a e. [REDACTED] GS-6, Medical Technician. The Acting
25X1A6a Executive Secretary again announced the assignment of [REDACTED] to 25X1A9a
[REDACTED] as noted in Paragraph 3b above.

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f. Consideration of a nomination for a replacement at [REDACTED] was deferred until the next Board Meeting. 25X1A6a

6. Review of Fitness Reports

Receipt of Fitness Reports on the following personnel was noted on the Agenda Attachment for this Meeting:

25X1A9a

[REDACTED] GS-6, Medical Technician
[REDACTED] -6 Medical Technician
[REDACTED] GS-4, Clerk-Stenographer
[REDACTED] GS-3, Clerk

It was noted that the Fitness Report on [REDACTED] was completed prior to the difficulties he encountered at [REDACTED] and, hence, no adverse information was reflected. 25X1A9a 25X1A6a

7. Review of Field Reassignment Questionnaire

The Field Reassignment Questionnaire received from [REDACTED] GS-9, Medical Technician, was reviewed by the Acting Executive Secretary. Three possible Headquarters assignments for [REDACTED] were suggested, as follows: Chief Technician, TSD; Training Officer, PCD; and Administrative Officer, SSS. 25X1A9a 25X1A9a

8. Vacancy - OSI/Medicine Division

The Acting Executive Secretary announced the receipt of a position description for Collection Officer, GS-12, which position is now vacant in the Medicine Division, OSI. Several questions were raised with regard to this assignment, such as the retention of SD:SM Career Designation, the rotational aspects involved, and the period of the tour. However, it was agreed to circulate this information to all Medical Staff personnel who may be qualified to determine if any would be interested in applying for this position. The position description will be disseminated as an attachment to a memorandum from the Executive Secretary through command channels. The replies, together with the comments of the supervisors, will be presented at the next Meeting of the Career Service Board.

9. Miscellaneous

25X1A6a

a. The Acting Executive Secretary read a commendation received on behalf of the services rendered by [REDACTED] while at [REDACTED] 25X1A9a

b. The Personnel Placement Officer announced the Specialized Recruiters will be at Headquarters on 13 May 1957 for briefing purposes

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and asked if Medical Staff would be interested in meeting with this group. The Acting Executive Secretary will request the Personnel Officer to contact the Personnel Placement Officer to discuss this matter.

MS/man

Distribution:

- Orig - C/MS
- 1 - DC/MS
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- 1 - C/PD
- 1 - C/TSD
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